

# Credit Card Authorization

I, \_\_\_\_\_, authorize the AT&T Conference Center to use my credit card per the instructions below.

This authorization is for a:  Hotel Room Reservation  Group Function  Restaurant/Bar Function

Guest/Group Name: \_\_\_\_\_

Arrival/Event Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

The following charges are authorized to be settled to the credit card:

**Hotel Charges:**

- All Hotel Charges
- Guest Room & Occupancy Tax  Guarantee Guest Room/No Show Charge  Restaurant/Bar Food
- Restaurant/Bar Alcohol  Room Service Food  Room Service Alcohol
- Overnight Self Parking  Overnight Valet Parking  Long Distance Telephone
- Other (Please Specify): \_\_\_\_\_

**Event/Meeting Charges:**

- All Event/Meeting Charges
- Meeting Room  Banquet/Catering  Audio/Visual
- Day Self Parking  Day Valet Parking  Business Center
- Other (Please Specify): \_\_\_\_\_

\*\*\*All applicable taxes, gratuities, and service charges are also approved for the above marked charges\*\*\*

\*\*\*If claiming any tax exemption, a signed State of Texas Exemption form must be submitted and is subject to verification\*\*\*

**Card Holder Information:**

Full Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

American Express  Diners Club  Discover  MasterCard  Visa

Last 4 digits only of card #: \_\_\_\_\_ CVV #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*I authorize the AT&T Conference Center to obtain authorization on the above card up to 15 days in advance of arrival for the total estimated charges marked above incurred by me or the person/group named above during the stay/function. In the event that another method of payment is not provided at the conclusion of the stay/function, this form will provide permission for the AT&T Conference Center to charge the above referenced account for all outstanding marked charges.*

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to:	Fax	Email	Telephone
Accounting - Group Functions, Restaurant/Bar Functions	512-404-3695	accounting@attconf.utexas.edu	512-404-1900 x2044
Front Desk - Individual Hotel Room Reservations	512-404-1800	frontoffice@attconf.utexas.edu	512-404-1900
Front Desk - After Hours & Weekends	512-404-1800	frontoffice@attconf.utexas.edu	512-404-1900

**After submitting by fax or email, please call to give the full credit card number. This form will not be accepted as a method of payment until the card holder speaks to a representative of the AT&T Conference Center.**

**\*\*\*Please do NOT write the full credit card number on this form or any other correspondence\*\*\***